



Security

**PERSONNEL SECURITY PROGRAM MANAGEMENT**

**AFI 31-501, 2 May 1994, is supplemented as follows:**

**NOTE:** This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. Authority to collect and maintain this information is in 10 U. S. C. 8013, Secretary of the Air Force: Powers and Duties; delegation by; Executive Order 10450 and Systems of Records Notice F205 AFISA A, Sensitive Compartmented Information (SCI) Personnel Records.

1.2.3. Submit waivers to this AFI and its AETC supplement to HQ AETC/SPI.

2.1. An electronic personnel security questionnaire (EPSQ) is the only authorized means of requesting personnel security investigations when EPSQ is installed at AETC installations or units. The unit security manager validates that the clearance request is "error free" prior to submission to the authorized requester.

2.1.2. Request a national agency check (NAC) according to DoD 5200.2-R, paragraph 3-611, before military personnel are assigned education and (or) orientation duties. Request a national agency check plus written inquiries (NACI) for civilian personnel within 7 workdays after assignment to education and (or) orientation duties.

★2.1.3. The 319 TRS submits SSBI clearance requests to DIS for all sensitive skill AFSCs shown in attachment 6 (Added), this supplement. A paper copy of the clearance request is filed in the subject's UPRG. On arrival at the student's technical training location, the clearance request is removed and forwarded to the servicing security activity. Before any recruit or Air Force member is granted entry to a sensitive skill AFSC, he or she must completely answer the questions for foreign connections or vulnerability to blackmail or coercion shown in attachment 7 (Added), this supplement.

2.1.4. Students requiring an SSBI for award and retention of an AFSC or access to SCI will place the AFSC in item 13 of the DD Form 1879 (or the appropriate section of the EPSQ system) and include in

the remarks: "SSBI required for award and retention of Air Force specialty."

2.1.7. (Added)(AETC) The authorized requester will verify the citizenship status of a subject prior to submission of a clearance investigation. Verification is made from the Automated Security Clearance Approval System (ASCAS) roster; UPRG; birth certificate; certificate of naturalization; INS certificate; FS-240, **Report of Birth Abroad of a Citizen of the United States of America**; FS-545, **Certificate of Birth**; DS-1350, **Certificate of Report of Birth of a US Citizen**; or a valid US passport. (Review the passport to ensure it was not issued "for travel only.") All verification documents will be original or certified documents.

★2.5. (Added)(AETC) When a requested personnel security investigation (PSI) is no longer required, the unit security manager will notify the authorized requester. The authorized requester will cancel the investigation as soon as possible.

3.1. The commander having control over the position designates position sensitivity. Changes in position sensitivity are accomplished by submitting an SF 52, **Request for Personnel Action**, to the local civilian personnel flight (CPF) and an authorized change request (ACR) through the base authorized requester to the local management engineering team. ACRs must have full justification.

3.1.3. (Added)(AETC) Each NAF employee, contractor employee, and volunteer in a position of trust must have a favorably completed NAC. Examples of positions of trust include child care employees, employees handling large sums of money, and employees working in areas

containing valuable and pilferable material or equipment. Supervisors will identify NAF positions considered positions of trust and forward this information to the NAF human resources office and base-authorized requester. Preemployment waivers are accomplished according to DoD 5200.2-R, paragraph 3-602, and documented the same as paragraph 3.1, AFI 31-501. Uncleared employees must be under the continuous surveillance of a cleared employee until completion of a NAC. Active duty military personnel may fill a NAF position of trust with a completed ENTNAC. As a minimum, conduct security police file checks on all civilian applicants. Process contractor employees according to paragraph 3.5 of the basic instruction.

3.1.4. (Added)(AETC) The 319 TRS adjudicators fill critical sensitive positions according to DoD 5200.2-R, paragraph 3-101a(1)(d).

3.2. If enlistees arrive at basic military training (BMT) without a requested ENTNAC, the 319 TRS initiates the appropriate clearance action. A copy of the clearance request is placed in the enlistee's UPRG.

★3.3.7. (Added)(AETC) Maintain a copy of the SF 312, **Classified Information Nondisclosure Agreement**, in the security manager handbook until the ASCAS roster reflects the records have been updated.

★3.4.2. AETC Form 851, **SCI Screening Interview**, will be used to conduct and document SCI screening interviews. Interviews will be conducted in a manner that does not violate the subject's civil or military rights, and subjects will be informed of their rights according to Article 31, UCMJ, or the Fifth Amendment to the Constitution. Questionable or unfavorable information developed during an interview will be recorded on plain bond paper and attached to the interview. The subject's commander will evaluate unfavorable information and provide a written recommendation along with rationale to grant or deny SCI access. The commander's recommendation, AETC Form 851, and unfavorable information will be sent to the authorized requester. The authorized requester will forward the information to the 497 IG/INS along with a copy of the DD Form 1879. When SCI access is required to attend ACSC and (or) Air War College, the DD Form 1879 (remarks section) will be annotated with "student." A copy of AETC Form 851 and AF Form 2583, **Request for Personnel Security Action**, will be sent to the gaining SSO through MPF channels or servicing SSO channels, as applicable. Eligibility for SCI access may be requested 90 day prior to the return-no-later-than date of the individual.

3.5. In a supplement to this instruction, the installation commander may delegate (with the chief of security

police) approval authority for denials or withdrawals of unescorted entry for contractor employees.

5.1. HQ AETC/SPI will prepare a listing of all authorized requesters within the command and designate authorized requesters to DIS. Requests for authorized requester numbers will be sent to HQ AETC/SPI. Requests must list complete unit address and justification for an authorized requester number.

5.1.3. Personnel who require an SSBI or SSBI/PR and are scheduled to depart to an overseas location within 90 days are eligible for Catch'em in CONUS (CEIC). The authorized requester notifies the local DIS agent by telephone when a CEIC clearance is completed. The DIS agent picks up the SSBI request from the authorized requester. Security clearance applications of officers attending undergraduate pilot training (UPT), specialized undergraduate pilot training (SUPT), Euro-NATO joint jet pilot training (ENJJPT), and specialized undergraduate navigator training (SUNT) are processed according to Catch'em in Training (CEIT) (attachment 8 [Added], this supplement). These clearance requests do not need to report information required by paragraph 5.1.4 of the basic instruction.

6.1.1. The 319 TRS adjudicators and counselors use this criteria to perform sensitive skill AFSC interviews and make recommendations and (or) decisions.

★7.2. Unit security managers print and manage a monthly unit military and civilian ASCAS roster. Refer to AFM 30-130, Vol III, *Personnel Concept III End Users Manual*, for PC-III instructions. The base master ASCAS roster is maintained by the local security activity (personnel security program manager).

7.4. If an individual is assigned to one organization, but the actual job is actually performed at another location, the assigned unit monitors the individual's clearance and provides written verification of the clearance via a memo indicating the individual's name, SSN, and clearance eligibility or a copy of the ASCAS roster information. However, the unit where the member is currently working will accomplish any related security tasks such as NdA, PR, etc., if the member will be working with that unit for a minimum of 60 days. (*EXCEPTION: When a change in access occurs, the security manager of the unit where the individual works notifies the security manager who maintains the ASCAS on the individual.*)

7.5.5. To request clearance eligibility of "restricted" entries, submit a tracer to the 497 IG/INS and request the NACI be adjudicated for placement into a sensitive position.

★7.6. Tracer transactions will be done by the security manager according to AFM 30-130, Vol III, paragraph 8-9. Letter tracers will also be done by security managers and routed through the servicing security activity on personnel not listed within the PDS. The servicing security activity will ensure unit security managers follow published tracer time criteria. Emergency telephone tracers transactions are done according to attachment 9 (Added), this supplement. The mission support squadron (MSS) security manager administers a security program in which CPF is a portion. The following paragraphs show detailed responsibilities for CPF, security police, and security managers:

★7.6.1. Whether a "satellite" or "host," CPF is responsible for certain unique items. At a minimum, the CPF must ensure:

- National agency checks with written inquiries (NACI) are conducted on all DoD civilians hired for more than 6 months.
- Personnel selected for sensitive positions are subject to the appropriate investigation or, prior to placement, the appropriate waiver is filed in the member's SF 66, **Official Personnel Folder**, as a temporary document.
- NACIs are requested within 7 workdays after appointment to nonsensitive positions.
- Derogatory information provided to the Air Force on employment documents (such as SF 85, **Questionnaire for Non-Sensitive Positions**, SF 85P, **Questionnaire for Public Trust Position**, or SF 86, **Questionnaire for National Security Positions**) is evaluated by the prospective employee's commander prior to appointment.
- A copy of security investigative forms (SF 85P or SF 86 and a copy of SF 75, **Request for Preliminary Employment**, or an electronic equivalent) is forwarded to the employee's security manager. This will ensure the security manager has the information necessary to accomplish tracer actions.

★7.6.2. The security police (authorized requester) manages the personnel security program, to include:

- Requesting SSBI's for civilian personnel selected for or occupying critical-sensitive positions.
- Reviewing programs to determine their strengths and deficiencies for the responsible commander.

- Providing training for security managers and CPF in their functional area responsibilities.
- Reviewing PC III daily. Forwards necessary items (tracers or rips).
- Reviewing security manager tracers for accuracy.

★7.6.3. The security manager is responsible for:

- Accomplishing tracer transactions (including letter tracers) on assigned military and civilian personnel through the PC-III system.
- Maintaining copies of security investigative forms (such as SF 85, SF 85P, or SF 86) until favorable clearance data is received. This action is necessary to ensure information needed to accomplish a tracer is available without the cost and delay of requesting the information from the "host" CPF.
- Managing the information/personnel security program for the unit commander.
- Helping military and civilian personnel complete investigative paperwork for SSBI and reviewing it for accuracy.

8.1.1. When establishing an SSF on civilian personnel, unit commanders will inform the labor and employee management relations section of the CPF.

★8.1.2. Affirmative responses to deviant sexual behavior questions revealed during the personnel security investigations, adjudication, and sensitive compartmented information (SCI) screening interviews or other security related functions may be pursued as long as the questions are based on sexual conduct, not orientation. If an individual responds in the affirmative to engaging in deviant sexual behavior (based on sodomy), the interviewing official may ask whether the act was with a male or female. The premise of the policy evolves around whether an individual admits to deviant sexual behavior when asked the question. An affirmative response to deviant sexual behavior creates a situation that allows the interviewing official to ask questions about sexual conduct. The rationale for pursuing affirmative responses to questions of a sexual nature must be geared toward the sexual act, conduct, or behavior, not orientation.

8.2. SSFs are not established on basic trainees at Lackland AFB. The 319 TRS sends a copy of the discharge orders to 497 IG/INSA when a basic trainee is separated for reason identified in paragraph 8.1 of the basic instruction. The orders must show the reason for discharge.

★8.3. Mandatory suspension of an individual's access to classified information when an SSF is established has been eliminated. (**NOTE:** If the decision to allow access while establishing an SSF is made, ensure the 497 IG/INSA is notified via memo. Do not use PC-III when establishing the SSF for this situation. The master ASCAS roster will be annotated with "SF/Access Authorized.") Commanders should authorize access based on a thorough review and assessment of the facts and risk. In other cases, use AF Form 2587, **Security Termination Statement**, to suspend access. Until the Personnel Data System (PDS) reflects "pending adjudication," annotate the security police master ASCAS roster to show an SSF has been established.

8.4. The memo format in attachment 10 (Added), this supplement, will be used by the servicing security activity to notify a subject's commander when derogatory information surfaces that may impact the subject's clearance eligibility. The unit commander determines if an SSF is warranted, and he or she notifies the servicing security activity by completing the appropriate indorsement to the memo.

★8.4.3. The complete SSF package must be forwarded to the gaining unit before a student is allowed to depart for his or her first duty assignment. The student's commander makes retention or suitability determinations and takes all local actions. SSFs are closed locally and forwarded to 497 IG/INSA with all recommendations requesting favorable adjudication.

8.5. The subject's commander compiles all pertinent data concerning the adjudicative issues and ensures the appropriate staff agencies prepare a recommendation to grant, deny, or revoke the subject's security clearance eligibility. Each staff agency addresses issues within its area of expertise. All recommendations must be fully supported by documented facts in the SSF.

★8.6. The subject's commander notifies the servicing security activity 30 days prior to any PCS, PCA, or TDY. The subject's commander provides monthly written updates about the status of the SSF to the servicing security activity. These updates will contain the status of

commander or staff agency reviews and recommendations, along with the estimated time of SSF completion. Except for brief periods of review, commanders and staff agency chiefs are not authorized to maintain correspondence or copies relating to SSFs within their unit. As a minimum, SSFs will be secured in a locked filing cabinet, locking desk drawer, safe, etc. The goal is to close and forward SSFs to 497 IG/INSB within 180 days of SSF establishment.

8.7. Sixty days after the SSF is mailed to 497 IG/INSB and every 30 days thereafter, obtain the status on each SSF from 497 IG/INSB. Document and retain the status until the 497 IG/INSB adjudicates the clearance eligibility. Notify 497 IG/INSA in writing when a NAF employee who is the subject of a NAC is involved or dismissed for reasons that would normally require an SSF.

8.8. SSFs will be filed in a six-part folder and will contain AETC Form 491, **Special Security File (SSF) Checklist**. The six-part folder will be labeled as follows:

- AETC Form 491 (Special Security File Checklist)
- Letter Authorizing SSF and Misc Documents
- AF Form 2587 (Security Termination Statement)
- All PTI 41B Tracer Transactions
- All Derogatory Information
- Staff Agency Recommendations

★8.14.1. Permission to proceed in courts-martial, administrative discharges, and civilian removal actions for SCI-indoctrinated personnel and personnel who have had access in the last 3 years must be submitted to AETC AOS/SSO through the servicing SSO.

**9.4. (Added)(AETC) Forms Prescribed.** AETC Form 491 and 851.

MICHAEL F. RADER, Colonel, USAF  
Deputy Chief of Security Police

**Attachments (Added)(AETC)**

6. Sensitive Skills AFSCs
7. Questions for Foreign Connection or Vulnerability to Blackmail or Coersion
8. Catch'em in Training (CEIT)

9. Emergency Telephonic Tracer Transactions
10. Format for Special Security File (SSF) Correspondence

**★SENSITIVE SKILLS AFSCS (ADDED)(AETC)**

1AOX1	Inflight Refueling Operator
1A3X1	Airborne Communications System
1C3X1	Command and Control Specialist
2A5X1E	Aerospace Maintenance Apprentice
2E3X1	Secure Communication Systems Maintenance Specialist
2MOX2A	Missile Maintenance Specialist
2MOX3A	Missile and Space Facilities Apprentice
2W1X1K	Aircraft Armament Systems Specialist
2W1X1L	Aircraft Armament Systems Specialist
2W2X1	Nuclear Weapons Specialist
2MOX1A	Missile and Space Systems Electronic Maintenance Apprentice (ICBM)
2MOX1B	Missile and Space Systems Electronic Maintenance Apprentice (ALCM)
1NOX1	Intelligence Operations Specialist
1NOX2	Target Intelligence Specialist
1N4X1	Signals Intelligence Analysis Specialist
1N5X1	Electronic Intelligence Operations Specialist
1N1X1	Imagery Interpreter Specialist
1N2X1	Signals Intelligence Production Apprentice
1N2X1	Printer Systems Operator
1N3X0	Cryptologic Linguist Apprentice
1N3XX	Apprentice Command Control Communications Countermeasures
1N6X1	Electronic Systems Security Assessment Apprentice
3V1X1	Imagery Production Specialist
3E8X1	Explosive Ordnance Disposal Specialist
3COX1	Communications-Computer Systems Operations Apprentice
3C2X1	Communications Computer Systems Control Specialist
8G000	USAF Honor Guard
9S000	Systems Repair Technician
9S100	Scientific Measures Technician
9S200	Applied Sciences Technician

### ★QUESTIONS FOR FOREIGN CONNECTIONS OR VULNERABILITY TO BLACKMAIL OR COERCION (ADDED)(AETC)

Questions relating to "relatives" mean immediate family members (spouses, children, mothers, fathers, sisters, and brothers). Immediate family members are those who live in a foreign country or who live in the US but are not US citizens.

1. Have you previously been or are you now being blackmailed, pressured, or coerced by any foreign individual, group, association, organization, or government to work for them or obtain information about the United States?

**NOTE:** A "yes" answer should be disqualifying for a sensitive skills AFSC if it relates to military or nonmilitary information that provides the foreign entity information releasing US military information, technology, or patented nonmilitary information. It may also be disqualifying for Air Force enlistment.

2. Have you been targeted and (or) approached for possible blackmail or coercion or been pressured by any foreign individual, group, association, organization, or government?

**NOTE:** A "yes" answer should be disqualifying for a sensitive skills AFSC if information released contained military information/technology or nonmilitary patented information. It may also be disqualifying for Air Force enlistment.

3. Are relatives who are employed by (or in any way connected with) any foreign government in an official capacity (for example, a foreign government contract related to military applications) representing the foreign government at meetings, conferences, or symposiums relating to intelligence or other military matters?

**NOTE:** A "yes" answer must be explored further and the individual asked if he or she can be blackmailed, coerced, or pressured by any foreign government interest to commit an act not in the best interest of the US or his or her position as a US military member. A "yes" answer should be disqualifying for a sensitive skills AFSC and probably for Air Force enlistment.

4. To your knowledge, are any relatives associated with any employee of the foreign intelligence service?

**NOTE:** A "yes" answer must be explored further. Ask the individual if he or she can be blackmailed, coerced, or pressured by any foreign government intelligence service to commit an act not in the best interest of the US in or

his or her position as a US military member. A "yes" answer should be disqualifying for a sensitive skills AFSC and probably for Air Force enlistment.

5. To your knowledge are any relatives engaged in any conduct that could make you vulnerable to coercion, exploitation, or pressure by a foreign government?

**NOTE:** A "yes" answer needs to be explored. If the individual can be subjected to coercion, exploitation, or pressured by a foreign government, try to learn the reason. A "yes" answer should be disqualifying for a sensitive skills AFSC and maybe for Air Force enlistment.

6. What is the nature and extent of your contact with your relatives who are not US citizens?

**NOTE:** Visiting, telephoning, or writing letters to relatives are not disqualifying factors if there are no efforts by relatives to subject the individual to coercion, exploitation, or pressure to support the goals of the foreign government.

7. Do you possess or use a foreign passport?

**NOTE:** Security clearances are not granted to dual citizens, immigrant aliens, or foreign nationals. Only military members who are US citizens are granted a security clearance on completion of a favorable investigation. A person who uses a foreign passport is either a dual citizen or foreign national. Do not place these individuals in a sensitive skills AFSC unless they formally renounce dual citizenship. Also verify the documentation that shows the individual is a US citizen.

8. Does any relative have a substantial financial interest in any foreign-owned or -operated business that could make you vulnerable to foreign influence?

**NOTE:** If the answer is "yes," attempt to find out why the individual could be influenced by foreign interests. Do not place such an individual into a sensitive skills AFSC; he or she may also not be suitable for Air Force enlistment.

9. If necessary, would you be willing to bear arms against any foreign country, including the country of which any relatives are citizens?

**NOTE:** A "no" answer bears further consideration. If the individual is not willing to fulfill military enlistment oath

statements, he or she will not be placed in a sensitive skills AFSC. In addition the individual should be evaluated for enlistment or retention.

10. If required, would you be willing to engage in US intelligence activities against any foreign country, including the country of which any relatives are citizens?

**NOTE:** If the answer is "no," do not place the individual into a sensitive skills intelligence AFSC. This does not prevent the individual from being placed in another sensitive skills AFSC, if qualified.

11. Are you subject to accepting or receiving educational medical or other benefits (for example, retirement, social welfare, etc.) from a foreign government?

**NOTE:** A "yes" answer is not disqualifying if the individual is not subject to coercion, exploitation, blackmail, or pressure by the foreign government.

12. Because of your ties of affection or obligation to a foreign country, is there any condition to which you would agree or, through foreign influence, an act you would commit that would not be in the best interest of the US or your position as a US military member?

**NOTE:** A "yes" answer should be a reason for not placing the individual in a sensitive skills AFSC. In addition, he or she should be evaluated for Air Force retention.

**CATCH'EM IN TRAINING (CEIT) (ADDED)(AETC)**

**A8.1. Officer Training.** The CEIT program is for officers attending undergraduate pilot training (UPT), specialized undergraduate pilot training (SUPT), Euro-NATO joint jet pilot training (ENJJPT), and specialized undergraduate navigator training (SUNT). CEIT identifies individuals to DIS investigators in sufficient time to complete an SSBI prior to an officer's graduation from training. Within 30 days of arrival of UPT, SUPT, ENJJPT, or SUNT, students will complete SF 86, **Questionnaire for National Security Positions**, or provided required information to complete the EPSQ submission.

**A8.2. Conducting a Review.** After the student completes the forms, the security manager and the base-authorized requester will conduct a review for accuracy and disqualifying information. (Refer derogatory information to the appropriate commander for evaluation.) On completion of the review, the security manager will maintain the forms. All SUPT and SUNT trainees entering the bomber/fighter track and navigator trainees entering the electronic warfare officer (EWO) track will submit an SSBI no later than 30 days after entering their respective track. Authorized requesters send the clearance requests to DIS/PIC. For UPT students, ENJJPT students, or students

not in the SUPT bomber/fighter or SUNT EWO track, SSBI submission is based on the student's assignment as follows:

**A8.2.1.** On the first duty day following the assignment night, the security manager notifies UPT, SUPT, ENJJPT, and SUNT trainees (including banked fighter bomber and tanker pilots and navigators who require an SSBI). The security manager hand-carries AF Form 2583, **Request for Personnel Security Action**, to the hospital for a medical records check.

**A8.2.2.** The student finalizes his or her security clearance request documents, ensuring all data is correct and current. The security manager makes an appointment with the authorized requester for SSBI submission. To ensure DIS has sufficient time to accomplish the SSBI, all requests are accomplished within 10 duty days after the assignment night.

**A8.2.3.** The authorized requester notifies the local DIS agent, by telephone, of a CEIT request. The DIS agent picks up the request. The authorized requester notifies the outbound assignments section, in writing, of the request completion.

**A8.3. SSBI Requirements.** The following is a listing of pilot and navigator assignments requiring an SSBI:

<b><u>AIRCRAFT</u></b>	<b><u>NAVIGATOR ASSIGNMENT LOCATION</u></b>
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AC130	Hurlburt Field
B1	Dyess, Grand Forks, Ellsworth, McConnell
B52	Castle
C130	Dyess, Elmendorf, Little Rock, Pope, Ramstein, Yokota, Moody
EC130	Davis-Monthan
F15E	Luke, RAF Lakenheath
E/F111	Cannon
HC130	Eglin, Kadena, RAF Alconbury
KC135	Fairchild, Grand Forks, Kadena, McConnell, Robins, Malmstrom, Mt Home, RAF Mildenhall
MC130	Kadena, Hurlburt Field, RAF Alconbury
EC/RC135	Offutt

<b><u>AIRCRAFT</u></b>	<b><u>PILOT ASSIGNMENT LOCATION</u></b>
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A10/AO10	Davis-Monthan, Eielson, Pope, Shaw, McChord, Osan, Spangdahlem, Moody,
AC130	Hurlburt Field
B1	Dyess, Ellsworth
B52	Barksdale, Fairchild, Griffiss, KI Sawyer, Minot
C130	Dyess, Moody, Pope, Little Rock, Ramstein, Elmendorf
E3	Kadena, Tinker, Elmendorf
EC130	Davis-Monthan
EC130	Offutt

E/F111	Cannon
F15	Eglin, Elmendorf, RAF Lakenheath, Spangdahlem, Kadena, Langley, Mt Home, Tyndall (pilot training)
F15E	Elmendorf, Mt Home, RAF Lakenheath, Seymour-Johnson
F16	Luke
HC130	Eglin, Kadena, RAF Mildenhall, Patrick
KC10	March, Seymour-Johnson, McGuire, Travis
KC135	Fairchild, Grand Forks, Kadena, McConnell, Robins, Malmstrom, RAF Mildenhall, Mt Home
MC130	Kadena, Hurlburt Field, RAF Mildenhall
RC135	Offutt

## EMERGENCY TELEPHONIC TRACER TRANSACTIONS (ADDED)(AETC)

A9.1. **Emergencies.** An emergency normally exists when an individual requires access to classified information immediately in support of mission requirements. Emergencies are considered when:

A9.1.1. A newly assigned military member requires access to classified information to perform assigned duties, but there is no valid ASCAS data.

A9.1.2. A new civilian employee, assigned to a sensitive position, requires access to classified information, but there is no valid ASCAS data.

A9.1.3. An interim personal reliability program (PRP) certification is about to expire.

A9.1.4. Technical training school students require clearance data for award of an AFSC.

A9.2. **Authorized Callers.** The installation chief of security police identifies personnel authorized to call the 497 IG/INSA via memo to HQ AETC/SPI. Prior to calling 497 IG/INSA, the authorized caller must have the subject's full name, SSN, dates and breaks of service, and current clearance data. After receiving information from the 497 IG/INSA, record the above information along with any new clearance data, the name of the 497 IG/INSA POC, and the date of the call. Ensure an MFR

is accomplished on all interim clearances as cited by paragraph 7.3, AFI 31-501.

★A9.3. **Additional Guidance.** In addition to the above guidance, the following steps have been added to assist those units supporting student clearances (technical training and UPT or UNT students):

★A9.3.1. Work with the training school registrar to obtain a technical training class roster at least 2 weeks before the class start date. This allows time to work issues and possibly avoid situations when a clearance may not be granted in time to start training.

A9.3.2. Fax information to DSN 297-2463, Customer Support Center, 497 IG/INSC. Provide the security police unit and base, student's full name, SSN, date of birth, place of birth, any break in service, type of clearance required, class start date, and date clearance is needed.

**NOTE:** A break in service is important. Some newly enlisted personnel attending technical training schools may have an investigation on file because of previous summer-hire employment or other such programs. Some ROTC and OTS students may have been college interns, summer hires, or prior enlisted members who have an investigation on file. Allow a minimum of 2 workdays for a response to your request.

**FORMAT FOR SPECIAL SECURITY FILE (SSF) CORRESPONDENCE (ADDED)(AETC)****FOR OFFICIAL USE ONLY**

MEMORANDUM FOR

FROM:

SUBJECT: Notification of Proposed Establishment of a Special Security File (SSF)

1. Our records indicate \_\_\_\_\_ was involved in the following offense(s):
2. In accordance with AFI 31-501, paragraph 8.1.1, the unit commander or staff agency chief establishes an SSF when an individual's loyalty, reliability, or trustworthiness comes into question. This decision is not a punitive measure. SSF action for the above type of incident is cited in AFI 31-501, paragraph 8.1.2. Please review this paragraph carefully when an SSF action is considered. The key is the individual's loyalty, reliability, and trustworthiness.
3. SSFs apply even though the individual does not presently have access to classified information. If an SSF is opened, commanders must decide whether or not to suspend an individual's access to classified information and unescorted entry to restricted areas based on a thorough review of facts and an assessment of the risk to national security. When commanders permit individuals to retain a restricted area badge and continue unescorted entry to restricted areas, they must coordinate their decision with the owner of the restricted area.
4. When an SSF is warranted but the subject will be discharged in the near future, the commander will delay establishment of the SSF and forward all derogatory information along with a copy of the discharge orders to the installation chief of security police. We will forward this information to the 497 IG/INSB for establishment of a "Z" code according to DoD 5200.2-R, paragraph 8-102e. This action alerts personnel of the existence of significant unadjudicated derogatory information at the time of separation. Commanders must ensure all derogatory information and a copy of the discharge orders are forwarded to SPAI.
5. Request your recommendation be returned to \_\_\_\_\_ NLT \_\_\_\_\_. Further assistance is available by calling \_\_\_\_\_.

/// Chief of Security Police's Signature Block///

1st Ind to \_\_\_\_\_, Notification of Proposed Establishment of a Special Security File (SSF)

FROM:

TO:

\_\_\_\_\_ Please establish an SSF.

\_\_\_\_\_ Please do not establish an SSF (justification attached).

\_\_\_\_\_ "Z" code will be requested; information and AF Form 100 will be forwarded upon discharge.

\_\_\_\_\_ Individual is in a nonsensitive position so an SSF is not warranted. The central civilian personnel office has been given \_\_\_\_\_ all pertinent information.

//Establishing Commander's Signature Block///

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